

OPTIONAL INFORMATION	
Name of School:	Date of Inspection:
Vocational Program/Course/Room:	Signature of Inspector:

ALARM SYSTEMS AND EVACUATION PLANS SELF INSPECTION CHECKLIST

Guidelines: This checklist covers some of the regulations issued by the New Jersey Department of Community Affairs under the Uniform Fire Code (N.J.A.C. 5:18), the New Jersey Department of Education, Bureau of Facility Planning Services (N.J.A.C. 6:22), and the U.S. Department of Labor - OSHA under 29 CFR 1910.164, 1910.165 and 1910.38 which were adopted by reference. It applies to fire detection and alarm systems installed to alert students and school district employees to fire and other emergency hazards. It also applies to establishment of fire and emergency action plans.

The OSHA code for emergency action and fire prevention plans under 1910.38 is much more comprehensive than the Uniform Fire Code plan and covers emergencies other than fires. Because of the wording of the OSHA standard, it is not normally required. The ideal fire and emergency action plan, however, should include requirements of both regulations. When OSHA codes and NJDCA codes are in conflict, the NJDCA code takes precedence. Fire alarm and detection systems installed in full compliance with existing building codes may not have to be upgraded to meet existing code regulations. Detailed annual testing requirements of automatic and manual fire alarm systems and fire detection systems have not been included in this checklist. Please consult 29 CFR 1910.164, 1910.165 and 5:18-3.4(c)6 and (c)8 for additional details. Implementation of some or all of the regulations may not be the individual classroom teachers' responsibility. **The questions that are most likely not the responsibility of the individual teacher are marked with an asterisk (*).**

ALARM SYSTEMS AND EVACUATION PLANS
SELF INSPECTION CHECKLIST

Please Circle

- | | | |
|-----|---|------------|
| 1.* | Is your school equipped with a manual fire alarm system?
[N.J.A.C. 5:18-4.10(a)2 and 6:22-5.3(a)6] | Y N N/A DK |
| 2.* | Is your school equipped with an automatic fire alarm system
activated by fire or smoke detectors? [N.J.A.C. 5:18-4.9(a)4
and 6:22-5.3(a)5] | Y N N/A DK |
| 3. | Are manual fire alarms provided in the natural path of escape
for areas which serve 50 or more persons? [N.J.A.C. 5:22-
5.3(a)6] | Y N N/A DK |
| 4. | Is the distance to any manual fire alarm no more than 200
feet of unobstructed horizontal distance on the same floor?
[N.J.A.C. 5:22-5.3(a)6] | Y N N/A DK |
| 5. | Is there a smoke or heat detector located in your classroom?
[N.J.A.C. 5:18-4.9(a)(4)] | Y N N/A DK |
| 6. | Is the detector paint free, not obscured and unobstructed?
[N.J.A.C. 5:18-3.4(b)1] | Y N N/A DK |
| 7. | Is disabling, tampering or interfering with fire detectors and
the fire alarm system prohibited? [N.J.A.C. 5:18-3.4(b)2] | Y N N/A DK |
| 8.* | Are fire drills conducted at least once a month? [N.J.A.C.
5:18-3.3(s)2] | Y N N/A DK |
| 9.* | Are records maintained on each fire drill including the 1)
date of the drill; 2) time of the drill; 3) weather conditions; 4)
number of occupants evacuated; and 5) total time for
evacuation? [N.J.A.C. 5:18-3.3(s)3] | Y N N/A DK |

Comments/Corrective Action

ALARM SYSTEMS AND EVACUATION PLANS
SELF INSPECTION CHECKLIST

- | | | | | | |
|---|--|---|---|-----|----|
| 10.* | Are all occupants evacuated in each fire drill? [N.J.A.C. 5:18-3.3(s)4] | Y | N | N/A | DK |
| 11.* | Are all alarm and fire detection systems maintained in operating condition except when undergoing repair or maintenance? [29 CFR 1910.164(c)(1), 1910.165(d)(1) and N.J.A.C. 5:18-3.4(b)1] | Y | N | N/A | DK |
| 12.* | Is the servicing, maintenance and testing of fire detections systems, including cleaning and necessary sensitivity adjustments only performed by people trained in the operation and function of the system? [29 CFR 1910.164(c)(4)] | Y | N | N/A | DK |
| 13.* | Are fire detectors that need to be cleaned of dirt, dust or other particulates cleaned at regular periodic intervals? [29 CFR 1910.164(c)(5)] | Y | N | N/A | DK |
| 14. | Are fire detection systems which are installed out-doors or in the presence of corrosive atmospheres protected from corrosion? [29 CFR 1910.164(d)(1)] | Y | N | N/A | DK |
| <p>Note: A canopy, hood, or other suitable protection must be provided.</p> | | | | | |
| 15. | Is fire detection equipment protected from mechanical or physical impact which might render it inoperable? [29 CFR 1910.164(d)(2)] | Y | N | N/A | DK |
| 16. | Has an approved fire safety plan be distributed to all students and teachers? [N.J.A.C. 5:18-3.3(p)2 and 29 CFR 1910.165(b)(4)] | Y | N | N/A | DK |

Comments/Corrective Action

ALARM SYSTEMS AND EVACUATION PLANS
SELF INSPECTION CHECKLIST

- | | | | | | |
|------|--|---|---|-----|----|
| 17.* | Does the approved fire safety plan include 1) the location of the nearest exits and fire alarms; 2) the procedures to be followed when a smoke or fire alarm sounds; and 3) the procedures to be followed in the event of fire or smoke? [N.J.A.C. 5:18-3.3(p)2 and 29 CFR 1910.165(b)(5)] | Y | N | N/A | DK |
| 18.* | Is the evacuation plan conspicuously posted on every floor for the occupants' use? [N.J.A.C. 5:18-3.3(p)3] | Y | N | N/A | DK |
| 19.* | Is the evacuation plan maintained to reflect changes in the use and physical arrangement of the building? [N.J.A.C. 5:18-3.3(p)3] | Y | N | N/A | DK |
| 20.* | Are all teachers trained in the duties they are to perform under the evacuation plan? [N.J.A.C. 5:18-3.15(b)3] | Y | N | N/A | DK |
| 21. | Are all occupants familiar with the location of the nearest fire alarm manual pull station? [N.J.A.C. 5:18-3.3(a)1] | Y | N | N/A | DK |
| 22. | Is the alarm capable of being perceived above ambient noise or light levels by everyone in the area? [29 CFR 1910.165(b)(2)] | Y | N | N/A | DK |
| 23. | Are alarms distinctive and recognizable as a signal to evacuate the building or to perform actions designated under the emergency action plan? [29 CFR 1910.165(b)(3)] | Y | N | N/A | DK |
| 24. | Are manually operated actuation devices which are used in conjunction with alarm systems, unobstructed, conspicuous and readily accessible? [29 CFR 1910.165(e)] | Y | N | N/A | DK |

Comments/Corrective Action

ALARM SYSTEMS AND EVACUATION PLANS
SELF INSPECTION CHECKLIST

25.* Is there a written emergency plan that includes the items listed below? [29 CFR 1910.38(a)(2)] Y N N/A DK

- (a) Emergency escape procedures, signals and routes;
- (b) Procedures for employee/students who must remain in the facility to shut down equipment before they evacuate;
- (c) Procedures for accounting for all employees/students;
- (d) Rescue and medical duties;
- (e) Preferred mechanisms for employees/students to report emergencies; and
- (f) Names and job titles of people who can be contacted for more information regarding evacuation plans.

26.* Is there a written fire prevention plan that includes the items listed below? [29 CFR 1910.38(b)(2)] Y N N/A DK

- (a) A list of major fire hazards and their proper handling and storage procedures;
- (b) Potential ignition sources (such as welding, smoking and others) and their control procedures;
- (c) The type of fire protection equipment or systems which can control a fire involving them;
- (d) The names and titles of personnel responsible for maintaining equipment and systems installed to prevent or control ignitions or fires;
- (e) The names and titles of personnel responsible for control of fuel source hazards; and
- (f) Housekeeping procedures as they relate to preventing the accumulation of flammable and combustible waste materials.

Comments/Corrective Action

ALARM SYSTEMS AND EVACUATION PLANS
SELF INSPECTION CHECKLIST

- | | | |
|------|--|------------|
| 27. | Is the written emergency and fire prevention plan made available for teacher/student review? [29 CFR 1910.38(a)(5) and (b)(4)] | Y N N/A DK |
| 28.* | Has training been provided to some employees/students to assist in the safe and orderly emergency evacuation of teachers/students? [29 CFR 1910.38(a)(5)(I)] | Y N N/A DK |
| 29. | Has the emergency and fire prevention plan been reviewed with all new and current teachers/students? [29 CFR 1910.38(a)(5)(ii) and (b)(4)] | Y N N/A DK |

Comments/Corrective Action